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## LRA TO RA VETTING LIST INSTRUCTIONS

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State Agencies that have a current agreement with the Information Network of Kansas (INK) to serve as a Local Registration Agent (LRA), must submit the credentials of all vetted individuals in the form of a Comma Separated Variable File (.CSV, quoted and comma delimited) for use as a data source by INK who will server as the Registration Authority (RA). INK will use the preceding file for vetting comparison and archival purposes upon the enrollment of the vetted individuals in the State of Kansas Digital ID Center.

The CSV file should conform to the following field definitions and fields should be in the following order:

<b><u>FIELD NAME</u></b>	<b><u>INFORMATION IN FIELD</u></b>
<b>First Name</b>	Vetted Individuals first name
<b>Last Name</b>	Vetted Individuals last name
<b>Your E-Mail Address</b>	Vetted Individuals email address
<b>Add/Delete Information</b>	1 for add 0 for delete
<b>Level of Vetting</b>	1, 2, 3, or 4
<b>Phone</b>	Billing Contact Phone Number
<b>Company/Agency/Org.</b>	Vetted Individuals Company/Agency or Organization Name
<b>Contact First Name</b>	Billing Contact First Name
<b>Contact Last Name</b>	Billing Contact Last Name
<b>Address</b>	Billing Address
<b>City</b>	Billing City
<b>State</b>	Billing State
<b>Zip</b>	Billing Zip Code
<b>Vetting Date</b>	Date submitted by LRA

### Examples:

#### Field Definitions:

First Name, Last name, Your E-mail Address, Add/Delete Information, Level of Vetting, Phone, Company/Agency/Org, Contact First Name, Contact Last name, Address, City, State, Zip, Vetting Date

#### Populated Example:

John,Doe,jdoe@address.com,1,2,7855551212,AgencyName,Joan,Doe,123Main,Topeka,KS,66603,09/02/2004

The LRA must adhere to the preceding file format in order to submit vetted individuals to the Registration Authority for the State of Kansas. Not adhering to this file format will cause delay's in the processing of the vetted individuals.

The CSV file should be burnt on to a CD or copied to floppy and delivered to one of the following persons:

Jessica Whitney - [Jessica@ink.org](mailto:Jessica@ink.org)

Brian Stevenson – [brians@ink.org](mailto:brians@ink.org)

**NOTE:** Vetting lists must be either encrypted for security purposes or hand delivered by an LRAA. Lists will not be accepted unless submitted by an authorized LRAA. Subsequently information regarding these lists and the individuals contained within these lists can not be discussed with anyone other than approved LRAA's.

For questions or concerns please call the accessKansas at (785) 296-6518 or toll free outside the Topeka Area (800) 4KANSAS (800-452-6727).